

## **COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION DESCRIPTION**

**Position Title:** Temporary Site Coordinator with After-School Program

### **POSITION SUMMARY**

The Temporary Site Coordinator (SC) is responsible for implementing the Communities In Schools Integrated Student Services (ISS) model within the designated school building, including the 21<sup>st</sup> CCLC After School Program and assures that community resources that are recruited for the building are connected to the students who need them to improve their academic achievement, school attendance, and behavior. This position helps to assess school-wide needs and individual student needs based on input from teachers, other building staff, and parents. The Temporary SC collaborates with other CIS staff and school staff to develop and implement the annual Site Operations Plan (SOP), which identifies potential Level I (school-wide) and Level II (individual student) services. The Temporary SC is responsible for coordination of resources including their ongoing monitoring and adjusting. The Temporary SC is the internal bridge builder within the school, making connections between students and resources, parents and resources, teachers and providers, etc. The Temporary SC engages parents to assure that students are able to receive maximum support for success.

The Temporary SC is responsible for providing on-site coordination and facilitation for after-school services delivered at the school to targeted students as defined by grant/contract and the annual SOP. The Temporary SC provides competent leadership for integrating the site's academic and extended day strategies that result in optimal impact on school-wide and individual student outcomes. The Temporary SC works with the entire CIS team, school personnel, parents, and community provider organizations to implement ISS model through the CIS after-school program.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Minimum of a Bachelor's degree in education or related area plus a minimum of three years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Master's degree helpful. Supervisory and/or management experience required.
- Must possess the necessary education, experience, or acceptable combination of the two to meet the School-age Program Director qualifications as defined in by the Licensing Rules for Child Care Centers of the State of Michigan Department of Human Services Office of Children and Adult Licensing (R 400.5302).

### **POSITION DETAILS/QUALIFICATIONS**

- Certified teacher or equivalent credentials.
- This position is temporary and applies only through the end of the 2013-14 school year  
And does not reflect the future or ongoing compensation of CIS
- Must meet DHS Licensing Requirements and have experience with adolescents and capable of supervising other
- Part-time position – 25-35 hours/week
- No benefits offered
- Rate of pay - \$25.00/hour

Posted until filled.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

**Interested and qualified candidates should submit a letter of introduction and a current resume to:**  
[\*\*dkievit@ciskalamazoo.org\*\*](mailto:dkievit@ciskalamazoo.org)

